

**CITY OF HIALEAH  
INVITATION FOR BIDS  
BID NUMBER 515**

The Department of Grants and Human Services of the City of Hialeah, Florida, will receive sealed bids for the property located at **661 East 7 Street., HIALEAH, FLORIDA**, owned by **MIGUELINA LARRINAGA** under the project entitled: **SHIP PROGRAM** until **11:00 A.M.** on **TUESDAY, JULY 5, 2016**, at the Hialeah City Hall, 501 Palm Avenue, First Floor, Department of Grants and Human Services, Hialeah, Florida, at which time all bids will be publicly opened and read aloud.

**A PRE-BID MEETING HAS BEEN SCHEDULED FOR THE PROJECT ON: TUESDAY, MAY 24, 2016 at 10:00 A.M. NOTE: FOR YOUR BID TO BE ACCEPTABLE, IT IS MANDATORY THAT YOU ATTEND THE PRE-BID MEETING FOR THIS PROJECT.**

Bids sent through the United States Postal Service should be addressed to the City of Hialeah Department of Grants and Human Services Housing Programs, P.O. Box 110040, Hialeah, Florida 33010-0040, with the lower left-hand corner of the envelope marked **"Sealed bids"** and the bid number, address, client's name and date and time of bid opening. Please ensure the envelope/bids are securely **"sealed."** Bid on items and amounts of work of materials listed on work write-up sheets only. This will ensure that you are not bidding on more work or materials than other bidders. If you have any questions regarding this bid you may contact our office at (305) 883-8040, TDD number for hearing impaired (305) 883-5886.

**ALL PRICES MUST BE TYPED OR IN BLUE INK AND BID MUST BE PROPERLY SIGNED AND DATED.**

Attention is called to the fact that this is a federal funded program and that the contractor must ensure that employees and applicants for employment are not discriminated against because of their age, race, color, religion, sex, disability, national origin, or familial status.

The City of Hialeah provides equal access and equal opportunity in employment and services. Section 3 Businesses, Minority and Women owned businesses are encouraged to apply.

The City of Hialeah housing staff reserves the right to reject any and all bids or to waive any informalities in the bidding process. Bids may be held by the City of Hialeah for a period not to exceed thirty (30) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualifications of the bidders prior to awarding the contract. The final determination of the contractor selection will be based on the lowest acceptable and responsive bid.

**SPECIAL NOTE:** If you have not already done so, with your proposal you must submit copies of your State and County's contractor's license, insurance, non-collusion affidavit, and a completed application which can be picked up at the address listed above.

**CITY OF HIALEAH, FLORIDA**

**City of Hialeah**  
**DEPARTMENT OF GRANTS AND HUMAN SERVICES**  
501 Palm Avenue, 1st Floor, Hialeah, FL 33010-4789

**DATE:** May 17, 2016  
**TO:** All Contractors  
**FROM:** Leonard Grandio Jr., Program Specialist III  
**RE:** **PRE-BID MEETING**

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A pre-bid meeting has been scheduled for the following properties on, **Tuesday, May 24, 2016:**

<u>TIME OF BID</u>	<u>BID #</u>	<u>CASE #</u>	<u>HOMEOWNER</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
10:00 A.M.	515	S-504	Miguelina Larrinaga	661 East 7 Street, Hialeah	

We will distribute the Work-write up for each project at each of the locations.

It is **mandatory** that you or your representative attend this pre-bid meeting in order to submit a bid on this project. All those in attendance will be asked to sign a form to confirm their presence at the pre-bid meeting. Only those contractors that have signed off on the form will be authorized to bid on the project.

The City of Hialeah housing program inspector and the property owner will be available during this meeting to review the work write-up and answer any questions you may have regarding the rehabilitation scheduled at this property.

This will be your opportunity to thoroughly inspect the house and bring up any potential problems, cost issues and additional work which may be required. Please note that change orders will not be processed for these projects and that the product specified on the work write-up must be installed. "Or equal" items will not be accepted unless stated on the work write-up. It is your responsibility to thoroughly inspect the property and make sure all potential project cost are included in the bid.

To acknowledge receipt by your firm, please sign and date this form where indicated and fax to our office at (305) 883-5817, no later than three (3) days from receipt of this memo. If you have any questions, please call me at (305) 883-5888.

Your **timely** cooperation is appreciated. Do not return this form with your bid offer. Thank you.

I, \_\_\_\_\_, **FROM** \_\_\_\_\_ **AM IN RECEIPT OF BID NOTICE**  
(PRINT NAME) (CONTRACTOR)

515 AS OF \_\_\_\_\_  
**BID NO.** \_\_\_\_\_ **DATE** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

Lg/